



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date August 29, 1979	1. Agency Address State Merit System of Personnel Admin. Training & Staff Development Division 244 Washington Street Room 554 Atlanta, Georgia 30334	Application Number 79-152	
Application Number 01		Date Received AUG 30 1979	Date Completed SEP 19 1979
2. Person to Contact Steve Perry		Working Title Personnel Analyst	Telephone Number 656-2740
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1/73 Present	5. Records Series Title (followed by title used in office, if different) Employees Suggestion Program Case Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Employee/Management Relations Unit is responsible for: rendering interpretations of Rules and Regulations; counseling employees; providing assistance to employees and agencies on grievances; coordinating EEO and Affirmative Action efforts; administering an employees suggestion and service awards program; and publishing the State Personnel News and other public relations efforts.			
7. Record Series Description Documents relating to: This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. administering the Employees' Suggestion Program statewide, including accepting, reviewing, and determining the feasibility of employee suggestions for revisions in State operating procedures which may result in savings of time or money, or in improved employee safety; and making awards to employees whose suggestions are adopted. Included are: copy of Employee Suggestion Transmittal Form (no #), copy of employee's suggestion (form MS 51-01), suggestion evaluation data, suggestion committee report (form MS 51-02), related correspondence, and awards information if suggestion is adopted. File is arranged: alphabetically by name of employee making suggestion.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>monthly</u> ; Seven to twelve months old <u>monthly</u> ; Thirteen to twenty-four months old <u>occasionally</u> ; twenty-five months and older <u>almost never</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers <u>0</u> ; Shelves <u>0</u> ; Other (specify) <u>0</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	<u>1</u> years.	d. Audit period	<u> </u> years.
b. Statute of limitation	<u> </u> years.	e. Administrative need	<u>2</u> years.
c. Federal law	<u> </u> years.	f. Federal retention instructions	<u> </u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

EMPLOYEES SUGGESTIONS RULES & REGULATIONS Section P 1 a

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other then,

- ☐ Hold in the current files area month(s) year(s); then
- ☐ Transfer to local holding area; hold year(s); then
- ☐ Transfer to State Records Center; hold year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

When final action is taken, remove folder from active file and place in inactive file; cut off inactive file at end of each calendar year, hold in inactive files area 2 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Eric Surpin</i>	8-29-79	<i>Mr. Cheryl W. Lutes</i>	8-29-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	9-13-79
		Secretary of State/Designee	9-11-79
		Attorney General/Designee	9-14-79